

Allocation of places with ILIAS "sessions"

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Important information is marked in yellow.

Additional information is marked in blue.

ILIAS offers you **the** option of managing face-to-face events via the "Sessions" object. In this guide in the context of hybrid teaching formats, the focus is on the options for allocating places.

In this way, you can distribute the available places to the students before a course date in order to prevent more students from arriving at the attendance date than the room capacity allows.

The distribution can take place either according to the principle of "first come, first served", in which students can register for an appointment until the preset maximum number of participants has been reached (recommended for large numbers of participants) or via participation applications, which must then be confirmed by the course administrator, which can influence the actual allocation of places (more suitable for smaller numbers of participants).

Creating and managing face-to-face events (sessions): Basics

In ILIAS, select the "Session" object via "Add new object".

In the following window, you can first enter the key data of the face-to-face event (type, date/time, repetitions, etc.) (see Illustration 2). When specifying an appointment, you can also use different variants of the "repetition" to create a recurring appointment directly.

Information about the meeting or the "event series", such as title or location, is given in a general manner further down in the form.

If you want students to be able to register for courses themselves, select "Standard" under "Type". This is the only way to show students all sessions. If you plan to assign students to individual sessions yourself, you can also select the "Closed Session" option. In this session, the session is only visible to participants who have been actively assigned to the session by you.

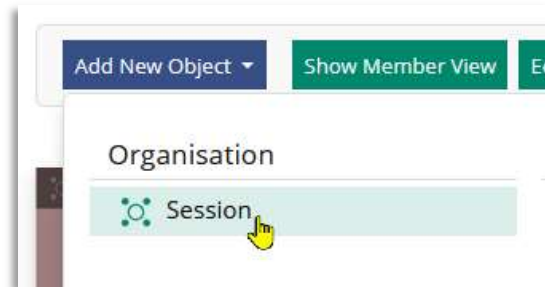


Illustration 1 Add the Session object

Option 1: New Session

* Required

Type Default
Default set of permissions will be applied.

Closed Session
Session is not visible for non-participants.

Date/Time * All Day Event

Start: 28.04.2025 08:00

End: 28.04.2025 09:30

Recurrences: Weekly

Every: 1 Week(s)

On: Mo Tu We Th Fr Sa Su

Create 2 Appointment(s)

Repeat until

25.07.2025

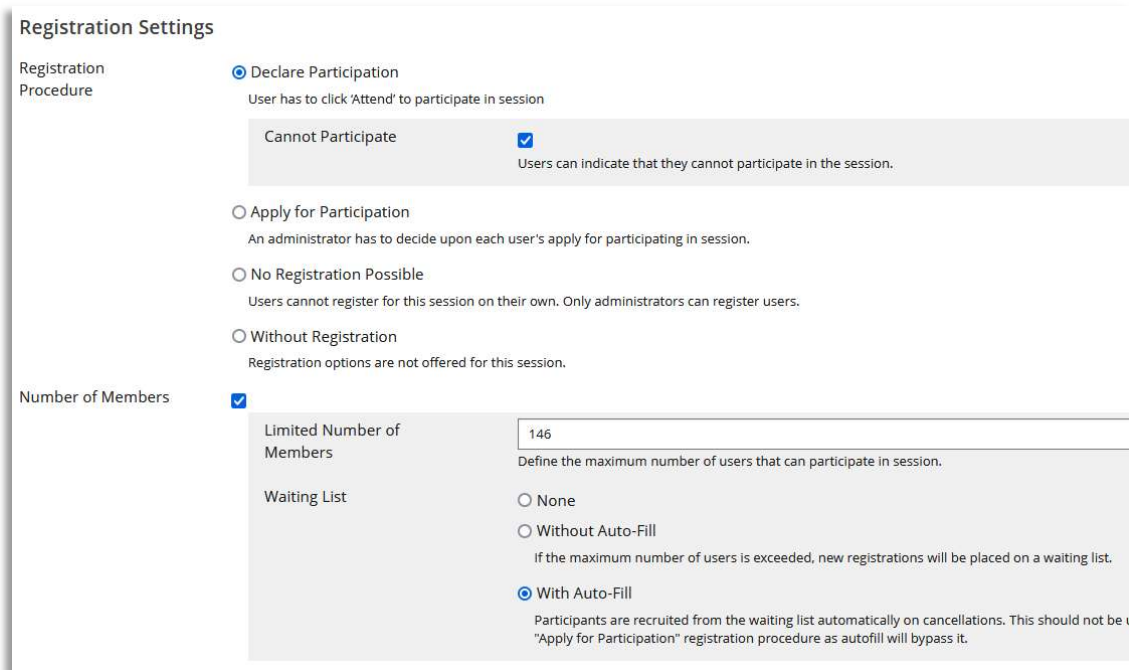
Activate Learning Progress
Activates the learning progress for all session events to be created.

Illustration 2 General Session Settings

Information about the meeting or the "event series", such as title or location, is given in a blanket manner in the section of the same name further down in the form.

For the occupancy of limited attendance places, the next step is to define a registration procedure. Select **"Declare Participation"** if you want to proceed on a "first come, first served" basis. Select **"Apply for Participation"** if you would like to influence the occupancy of attendance places by confirming the participation applications.

You can use **"Limited number of Members"** to determine the number of places to be allocated. If necessary, a waiting list can also be activated with or without an automatic back-up function.



Registration Settings

Registration Procedure

Declare Participation
User has to click 'Attend' to participate in session.

Cannot Participate
Users can indicate that they cannot participate in the session.

Apply for Participation
An administrator has to decide upon each user's apply for participating in session.

No Registration Possible
Users cannot register for this session on their own. Only administrators can register users.

Without Registration
Registration options are not offered for this session.

Number of Members

Limited Number of Members
146
Define the maximum number of users that can participate in session.

Waiting List

None

Without Auto-Fill
If the maximum number of users is exceeded, new registrations will be placed on a waiting list.

With Auto-Fill
Participants are recruited from the waiting list automatically on cancellations. This should not be used for "Apply for Participation" registration procedure as autofill will bypass it.

Illustration 3 Session Registration Procedure

Manage attendees of in-person events

Once you have logged in, as a course administrator, you can use the session object (via the **"Participants"** tab in the respective session) to, among other things:

- view the registration status or confirm the participation request.
- Send an email to all or selected meeting participants.
- print out a list of participants of the selected attendance date.
- possibly to award grades for achievements achieved in the course or similar.
- any comments on services provided in the course or the like.

30. Apr 2025, 08:00 - 09:30: Lecture on ... Actions ▾

[Back to Course Content](#)
[Info](#)
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[Participants](#)
[Learning Progress](#)
[Metadata](#)
[Export](#)
[Permissions](#)

[Edit Participants](#)
[Sessions](#)
[Session Gallery](#)

[Generate List](#)
[Mail to Members](#)

Participants From Session Course Show Filter Columns ▾ Rows ▾

(1 - 2 of 2)

Send Mail ▾ [Apply](#) [Save](#)

| <input type="checkbox"/> | Name | Login | Registered ↓ | Attended | Excused | Contact | Mark | Remark |
|--------------------------|------------|-----------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|----------------------|
| <input type="checkbox"/> | [blurred] | [blurred] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | [blurred] | [blurred] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Select All | | | | | | | |

Send Mail ▾ [Apply](#) [Save](#)

Illustration 4 Overview of participants

You can then use the digital registration overview or the printed list in the face-to-face course to check whether the students present match the students registered for the session.

Session view/registration process from the students' point of view

Students can see in the overview of the sessions how many places can currently still be booked and, if there are still free places, can book a place by clicking on "Register".

Sessions

[Hide previous sessions](#)

- >
⊙
23. Apr 2025, 08:00 - 09:30: Lecture on ...
▾
- >
⊙
30. Apr 2025, 08:00 - 09:30: Lecture on ...
▾
- >
⊙
Tomorrow, 08:00 - 09:30: Lecture on ...
▾

Free places: 4

[Show all upcoming sessions](#)

Illustration 5 View all sessions

If all places are already taken, students can be put on a waiting list, provided they have activated this option. If you have activated automatic moving up there, places can be allocated to people on the waiting list, even in the event of short-term cancellations. The prerequisite is that you have also

activated the sub-option "Cancel participation" in the settings when registering directly. Then the button to unsubscribe (see above) will be displayed.

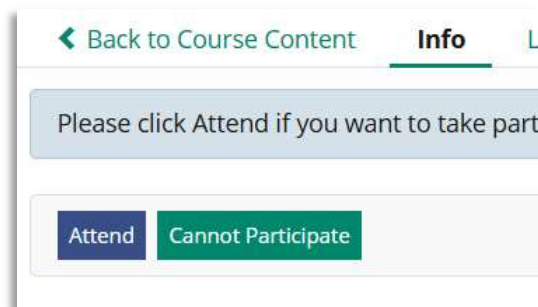


Figure 6 Logging in and out of a session

Tips and additional notes

- If you want to prevent individual students from reserving places in all sessions at the beginning when the number of places is scarce and thus depriving others of the chance to participate in an on-site event, you can use the action menu at the individual session to restrict its "availability" so that the session only appears in the students' view one week before the actual date and can therefore only be booked at this time. This means that all students have a chance to get one of the attendance places every week.
- For sessions, a separate section is created in the "Content" tab by default. If you want to avoid this, you can change the "View" setting to "Simple List" in the "Settings" tab of the course, so that sessions appear under a "Content" heading like any other piece of content. However, you must note that sessions always have a date and are automatically sorted according to it in the "Session View". If you switch to the "Simple List" view, you may have to sort "by hand" to create the desired order of viewing.
- In addition to assigning seats, you can also use sessions to manage/allocate materials. For detailed instructions on all the functions of the Sessions object, click [here](#).

Info & Contact

Last update 2025 05-07

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Imprint

Publisher: Karlsruhe Institute of Technology (KIT) Kaiserstraße 12 76131 Karlsruhe

Contact: InformatikKom Adenauer Ring 12 76131 Karlsruhe Deutschland tel.: +49 721 608-48200 E-mail: zml-info@sdn.kit.edu